



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

May 2, 2008

Transmitted Via E-Mail

Marites Domingo, HR Manager  
Metabolex, Inc.  
3876 Bay Center Place  
Hayward, CA 94545  
[mdomingo@netabolex.com](mailto:mdomingo@netabolex.com)

Dear Ms. Domingo:

RE: FINAL MONITORING VISIT REPORT for Metabolex – ET07-0200

Date of the Visit:	4/10/08
Beginning/Ending Time:	2:00 p.m. – 2:55 p.m.
Date of Last Visit:	2/5/07 and 2/14/07 (Desk Audit)
Visit Location:	Hayward
Persons in attendance:	Marites Domingo, Metabolex; and Teresa Teles, ETP Analyst
Action Required:	NO

## CONTRACT INFORMATION:

Term of Agreement:	11/7/06 – 11/6/07	Agreement Amount:	\$49,588
Type of Trainee:	Retrainee	No. to Retain:	49
Date Training must be completed:	8/6/07	Range of Hours:	8 - 60
Type of Trainee	Retrainee	Weighted Ave. Hours:	46

## FINAL REPORT SUMMARY:

The Agreement was approved by the Panel in October 2006 and a Modification to extend the term was approved on June 12, 2007.

## INTERVIEW WITH MARITES DOMINGO:

- What barriers, if any, did your company experience in implementing your ETP project?  
Determining what training should be implemented and coordinating the training with the employees was difficult. Also, tracking any offsite training was sometimes difficult.
- What problems, if any, did your company experience with ETP record keeping?

SACRAMENTO CENTRAL OFFICE  
1100 J Street, 4<sup>th</sup> Floor  
SACRAMENTO, CA 95814  
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE  
4640 Lankershim Blvd., Suite 311  
NORTH HOLLYWOOD, CA 91602  
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE  
1065 East Hillsdale Blvd, Suite 415  
FOSTER CITY, CA 94404  
(650) 655-6930

SAN DIEGO REGIONAL OFFICE  
5353 Mission Center Road, Suite 110  
SAN DIEGO, CA 92108  
(619) 686-1920

None mentioned.

- What assistance could ETP have provided that would improve the process for future Contractors?

None, ETP was very helpful throughout the whole process.

- How did your company benefit from the ETP training?

The company was able to offer training to employees that would have never received training. It gave Metabolex an opportunity to provide more employee training and development since it was not much of a priority before.

### **PROJECT STATUS:**

Trainees Started Training:	56	Completed Maximum Hours:	0
Dropped Following Enrollment:	0	Completed Training and Retention	38
Completed Minimum Hours for Reimbursement	38		

Based on the hours entered on ETP's tracking website, Metabolex expects to retain a total of 38 trainees (78% percent of planned retentions) for a total reimbursement of \$16,302 (33 percent of the encumbered amount). Eighteen trainees attended training but did not reach the minimum number of hours required for reimbursement. You explained that this was the first formal training program and that the employees appreciated the training but scheduling the training to fit the varied needs of the employees was difficult. Although, Metabolex will not earn all the ETP funds, the training was very helpful to the development of the employees and important for the company.

### **ATTENDANCE ROSTERS:**

All the rosters reviewed met ETP requirements for training documentation and supported the hours entered on ETP's tracking website with one exception. One trainee, F. Cabezas, attended training at an off-site location but forgot to take a roster. The Analyst allowed the hours for this trainee because the trainee had a certificate of completion and an invoice is on file that shows that the company paid for the training. This is a waiver granted for this trainee only and not a change in ETP policy.

### **INVOICES:**

You will be submitting the closeout invoice by June 6, 2008.

### **AUDIT:**

Metabolex, Inc. will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Teresa Teles at (650) 655-6940 or at [tteles@etp.ca.gov](mailto:tteles@etp.ca.gov) within ten (10) working days from receipt of this report.

Sincerely,



Creighton Chan, Manager  
San Francisco Bay Area Regional Office



Teresa Teles, Analyst  
San Francisco Bay Area Regional Office

cc: Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor 5/2/08